



# Documentation Basics

A learning module developed by the Bureau of Facility Standards to train assisted living facility staff.



# Documentation Basics

## Documentation Definitions

- ◆ Objective information
  - things that are observed using the senses, such as something you can see or smell.
- ◆ Subjective information
  - something you cannot directly observe, such as something a resident tells you.

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# Documentation Basics

## The Importance of Documentation

- The resident's record is a legal document.
- The documentation within the resident's record communicates important facts, findings, and observations about the resident's physical or mental status.
- Proper documentation reflects the quality of care given to residents and shows the facility is following the rules of assisted living.



# Documentation Basics

## Common Rules of Documentation

1. Document what you see, hear, feel, measure and count. Use description or tell it like it is
2. Document as soon as possible after giving care.
3. Document completely and accurately.
4. Document only your own information or observations. Other caregivers need to document their observations, as well.



# Documentation Basics

## Common Rules of Documentation (continued)

5. The person documenting needs to write objective and subjective information.
  - However, be careful to avoid documenting personal opinions, such as “The resident is cranky today.”
  - Find a way to describe subjective opinions with objective information, like:
    - Resident said “I’m in a bad mood today.”

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# Documentation Basics

## Common Rules of Documentation (continued)

6. Make sure you are writing in the correct resident's record and their name is on the page.
7. Include the date and time you wrote your entry.
8. Write on every line.
9. Use ink.
10. Avoid altering the documentation or using white out.

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# Documentation Basics

## Common Rules of Documentation (continued)

11. Write legibly, so that anyone can read it.
12. Write clear sentences that get to the point.
13. Use simple words.
14. Avoid slang words like “drunk, loony, nasty, or mean.” And avoid swear words.





# Documentation Basics

## Types of Documentation Required in Assisted Living Facilities

- A Log for Significant Changes
  - The documentation showing something has changed in the resident's behavior, their mental status, or their physical health.





# Documentation Basics

## Types of Documentation Required in Assisted Living Facilities (continued)

- Incident or Accident Reports
  - The documentation about incidents or accidents.



# Documentation Basics

## Types of Documentation Required in Assisted Living Facilities (continued)

- Medication Records
  - The documentation related to medications.



# Documentation Basics

## Types of Documentation Required in Assisted Living Facilities (continued)

- Behavior Management Record
  - The documentation about resident behaviors that are unsafe or disruptive.



End of Documentation Basics Slides

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